



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

COMMISSION SECRETARY

Class No. 002769

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■ CLASSIFICATION PURPOSE

To perform specialized and confidential secretarial work, involving the preparation of agendas and minutes, for the Planning Commission; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

Positions in this class serve as secretaries to the Planning Commission. Incumbents are responsible for relieving officials of administrative details and use independent judgment in evaluating and assembling a variety of materials, setting priorities, selecting and devising work plans, and disseminating information to County departments and the public.

■ FUNCTIONS

**The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Records and transcribes minutes of commission meetings.
2. Writes concise minutes summarizing proceedings.
3. Organizes and prepares agenda materials from various sources and sends out notices of meetings along with pertinent material to interested parties.
4. Transmits notice of actions taken to appropriate agencies and persons.
5. Maintains meeting and hearing calendars.
6. Maintains files and records, and establishes controls to follow up commission actions.
7. Independently composes correspondence requiring the application of specialized knowledge.
8. Publishes and distributes such documents as public notices and commission resolutions.
9. Uses judgment in the selection of data and interpretation of policies.
10. Answers inquiries from both County departments and the public regarding commission procedures and actions.
11. Provide courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Reporting and clerical procedures relating to commission meetings.
- General office practices and procedures.
- Basic parliamentary procedures.
- Flood Control District Act (Sanitation and Flood Control), Rules of Zone Commissions III (Sanitation and Flood Control).
- Planning Commission Policy (Planning Commission), Zoning Ordinance (Planning Commission), Board of Supervisor Policy (Planning Commission).
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.

Skills and Abilities to:

- Take and transcribe dictation, including record of group discussions such as conferences, committee, and commission meetings.
- Independently compose clear and concise correspondence and minutes.
- Type accurately and rapidly.
- Maintain records and controls.
- Coordinate and monitor work for consideration by a committee, group, or commission.
- Establish effective working relationships with commissioners, office staff, Countywide staff, Department heads, the general public and citizen and employee groups.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations, which require a high degree of sensitivity, tact and diplomacy.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills, and abilities listed above. Examples of qualifying education/experience are: Completion of a secretarial curriculum at a community college or a recognized accredited business school which included such course subjects as typing, shorthand, business English, office procedures, filing, and office machines, and other related courses AND three years of increasingly responsible clerical and stenographic experience, of which at least two years must have been at the level of Stenographer (Intermediate).

■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

**New: September 9, 1975**  
**Revised: November 29, 1979**  
**Reviewed: Spring 2004**  
**Revised: March 31, 2006**

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Commission Secretary (Class No. 002769)

Union Code: CE

Variable Entry: Y